

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

April 6, 2004

**Aldermen Shea, Sysyn,
DeVries, Garrity, Forest**

5:30 PM

**Aldermanic Chambers
City Hall (3rd Floor)**

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from the Human Resources Director, on behalf of Police Chief Jaskolka, requesting the reclassification of one position to a new class title (Program Specialist).
(Note: class specification change only – no change in salary grade; HR Director in support of this request.)
Ladies and Gentlemen, what is your pleasure?
4. Communication from the Director of Planning and Community Development recommending three staffing changes to aid with current backlog of projects.
(Note: there is no HR Director recommendation.)
Ladies and Gentlemen, what is your pleasure?
5. Communication from the Human Resources Director, on behalf of the Traffic Director, requesting the addition of the hazardous waste language to the Business Service Manager class specification.
(Note: HR Director in support of this request.)
Ladies and Gentlemen, what is your pleasure?
6. Communication from the Human Resources Director, on behalf of the Director of Office of Youth Services, requesting the reclassification the elimination of two levels of Youth Services Counselors and establish one as Youth Services Counselor, Grade 18 and reclassify and reallocate the current Youth Service Counselor I to the new title of Youth Services Counselor, Grade 18.
(Note: HR Director in support of this request.)
Ladies and Gentlemen, what is your pleasure?



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-1932
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



March 16, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Shea and Members of the Committee:

On behalf of Chief Jaskolka, Police Department, I am requesting the reclassification of one position to a new class title. There will be no change in salary grade.

The Police Department is requesting that we establish a new class title called Program Specialist. The reason for this request is that there is a need for an individual to do crime analysis, but there is also a need for one individual to be responsible for monitoring and ensuring that the Department continues to maintain its accreditation. After reviewing the requirements of both responsibilities, the Department believes they can streamline the duties and combine them into one position. Therefore, we are requesting that the Board abolish the class specification of Crime Analyst and establish a new class specification that will be called a Program Specialist. This new generic title will allow for the Department to ensure that both programs are continued and managed by one person.

There is no increase in salary requested and as such, no additional funds will be expended.

I am attaching a copy of the proposed class specification for your review and approval.

Your favorable approval of this request would be greatly appreciated.

Sincerely,

Virginia A. Lamberton
Human Resources Director

Attachment

City of Manchester New Hampshire

In the year Two Thousand and

Four

AN ORDINANCE

“Amending Sections 33.024, 33.025, & 33.026 (Crime Analyst/Program Specialist) of the Code of Ordinances of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Reclassify Crime Analyst, Class Code 9270 to
Program Specialist, Class Code 9270

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Reclassify Crime Analyst, Class Code 9270, Grade 15 to Program
Specialist

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Reclassify Class Specification, Class Code 9270, Program Specialist,
Grade 15 non-exempt

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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PROPOSED



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Program Specialist
Class Code Number	9270-15

General Statement of Duties

Position responsible for managing programs that examine and analyze criminal reports for the purpose of detecting trends in criminal activities and offer patterns for Departmental policy development and addressing staffing needs of crime; coordinates accreditation activities under the direction of the Accreditation Manager; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide the Police Chief and command officers with crime data and analysis pertinent to the development of Police Department strategy. The work is performed under the supervision and direction of the Administrative Captain but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, representatives of other law enforcement jurisdictions and the public. *Works directly with the Accreditation Manager in maintaining compliance with recognized standards of performance of the Commission of Accredited Law Enforcement Agencies;* The principal duties of this class are performed in a general office environment.

Examples of Essential Work
(illustrative only)

- Examines and analyzes reports of crimes for the purpose of determining trends, monitoring increases/decreases in specific types of crimes and providing detailed information to the Police Chief and other command officers for use in policy development;
- Compares trends within the Manchester area to nation-wide data for the purpose of analyzing and reporting on the effectiveness of specific initiatives and identifying the need for program development in certain areas;
- Makes written recommendations for patrol, crime prevention and related in areas where crime patterns have been quantified;
- Coordinates the procurement of data from State and Federal agencies for use in analysis;
- Performs short term analyses for the purpose of informing the Police Chief of sudden upswings in a particular criminal activity with the possibility of a repeat offender(s);
- Maintains a thorough and accurate database of criminal analysis information for the use of determining long-term trends;
- *Reviews new/amended standards established by C.A.L.E.A. and makes suggestions on how the Department can best satisfy the standards;*
- *Attends C.A.L.E.A. meetings periodically as assigned in order to:*
 - (a) obtain updated information; (b) provide input on new or revised standards and procedures and their affects on the Manchester Police Department; (c) exchange information and law enforcement concepts with members of other agencies at their meetings.*
- Performs beat and staffing analysis as requested;
- *Assists in the maintenance of accreditation compliance files, updating directives, adding standard numbers to pertinent language in directives, updating files to correspond with periodic changes to accreditation standards, updating information in accreditation computer file;*
- *Finalizing drafted amendments/additions to the Department's Standard Operating Procedures for issuance to Department personnel;*
- *Ensuring all aspects of the accreditation maintenance process are completed, including periodic inspection reports, reviews and updates;*
- Compiles, edits and coordinates publishing of the Department's annual report, including divisional reports on yearly highlights, the Department's yearly financial report and related Police personnel information;
- Compiles and publishes a monthly newsletter;
- Compiles and publishes an annual crime in Manchester report which analyzes all pertinent criminal activity within the City;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of current principles and practices in statistical analysis;
- Thorough knowledge of the goals and purposes of the Manchester Police Department;
- *Thorough knowledge of the C.A..L.E.A. Accreditation Standards and their documentation requirements;*
- Ability to prepare detailed statistical reports and succinct summaries on criminal activity and proposed police operations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, Criminal Justice or a closely related field; and
- *Three years of experience in program management, or three years experience in related statistical analysis; or*
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

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Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: _____ Date: _____

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Robert S. MacKenzie, AICP
Director

CITY OF MANCHESTER

Planning and Community Development


Planning
Community Improvement Program
Growth Management



Staff to:
Planning Board
Heritage Commission
Millyard Design Review Committee

Memorandum

To: Human Resources Committee

From: Robert S. MacKenzie 
Director of Planning

Date: March 9, 2004

Subject: Staffing of the Planning & Community Development Department

In November, I had provided a report on activities of our department, the work load, and a comparison with other cities. As was suggested at the meeting, I am providing you with a recommendation on how our department could catch up with the current backlog of projects. I am also attaching a list of current special projects that are backlogged.

I would recommend three changes to accomplish this:

- 1) Hiring of a "Special Projects Planner". All of the current planners have a regular duty of either growth management or CIP. This planner would assist the staff in attacking the various backlogged special projects. The salary and benefits for this position could be paid by HUD funds.
- 2) Promotion of an Administrative Assistant in the CIP office to a Planning Technician. This would allow various HUD required work tasks to be handled by the Planning Tech, freeing up some portion of two planners' time to work on Special Projects. This relatively modest increase would be from the operating budget.
- 3) Hiring of a "Neighborhood Planner". Much of the recent planning efforts have been related to the downtown. There are a number of other commercial areas and neighborhoods in the City that could benefit by planning programs. These might include bring back commercial centers such as Kelley Street or the Hollow on Massabesic Street or working on traffic issues in neighborhoods hard hit by increasing speeds and volumes. This position would have to be paid through the operating budget.

I would be happy to meet with the Committee to review this proposal.

C: Mayor Robert A. Baines

One City Hall Plaza, Manchester, New Hampshire 03101
Phone: (603) 624-6450 FAX: (603) 624-6529
E-mail: planning@ci.manchester.nh.us
www.ci.manchester.nh.us

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Special Projects that are backlogged

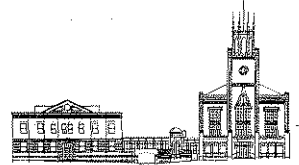
- 1) Zoning Lookback – This update of the Zoning Ordinance was requested by the BMA
- 2) Adoption of the Hackett Hill Master Plan & implementation approach
- 3) Completion of the transaction on the “Old Wellington Road” parcel
- 4) Completion of the Senior Center & Fundraising
- 5) Arena Area Design Guidelines
- 6) Update of the City Master Plan
- 7) Implementation of the Comprehensive Signage Package
- 8) Second Street Redevelopment Strategy
- 9) Assistance on the Stadium and Riverfront Development project
- 10) Impact Fee Ordinance Update – requested by the Planning Board and School Board
- 11) Assistance on the redevelopment of the Green Mill on Second Street
- 12) Neighborhood Planning
- 13) Traffic Calming in residential neighborhoods
- 14) Hazard Mitigation Plan – required by FEMA for future disaster funding
- 15) Redevelopment of the Brown School
- 16) Assistance on the Redevelopment of the Green Mill
- 17) Hands Across the Merrimack Bridge
- 18) Assistance on the Coalition to End Homelessness
- 19) Zoning Overlays requested by Highway Department and Manchester Water Works
- 20) Graffiti Removal
- 21) Return of Commuter Rail Service to the City
- 22) Assistance to the Amoskeag Rowing Club for a boathouse on the Merrimack River
- 23) Future of the Jac Pac site



CITY OF MANCHESTER

Human Resources Department

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March 12, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Re: Update Class Specification

Dear Alderman Shea and Members of the Committee:

On December 16, 2003, the Board of Mayor and Aldermen approved new language in several of the class specifications that are assigned to the Traffic Department.

The additional language was that certain class specifications needed to have the following statement added to the Distinguishing Features of the Class section of the spec: This position may require the handling of hazardous wastes. This additional statement is required by the Department of Environmental Services.

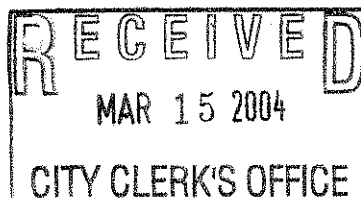
It has been brought to my attention that one class specification did not have the additional language added. Therefore, on behalf of Tom Lolicata, Director, I am requesting that you approve the addition of the hazardous waste language to the Business Service Manager class spec. As you will note in the attached proposed specification, this language is specific to the position at the Traffic Department.

Your favorable approval of this request would be greatly appreciated.

Sincerely,

Virginia A. Lamberton
Human Resource Director

Attachment



City of Manchester New Hampshire

In the year Two Thousand and Four

AN ORDINANCE


“Amending Section 33.026 (Administrative Services Manager) of the Code of Ordinance of the City of Manchester.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Adopt new revised class specification, Class Code 1130, Administrative Services Manager (see attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.





City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Administrative Services Manager
Class Code Number	1130-16

General Statement of Duties

Provides administrative support within the area of fiscal administration and related in a City Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure professional standards are used in the administration of all assigned Departmental functions. The work is performed under the supervision and direction of an assigned administrator and/or Department Head but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in accounting and related support function activities. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, business organizations and the public. The principal duties of this class are performed in a general office environment.


Traffic Department: Position may require the handling of hazardous wastes.

Examples of Essential Work (illustrative only)

- Administers fiscal management functions within the Department, including overseeing expenditures and revenues, payroll processes, budget development and administration and related;

- Oversees and participates in plans for the procurement of monies from outside funding sources, including community services, grant development and administration and related;
- Coordinates the implementation of new computer systems and related technology in the Department;
- Prepares specialized analytical reports relating to a core function of a Departmental operation for use in policy development and evaluation of existing programs and initiatives;
- Participates in policy development with the Department Head and other Departmental managers as requested;
- Performs special projects as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Thorough knowledge of Generally Accepted Accounting Principles;
 - Thorough knowledge of financial office procedures and practices;
 - Thorough knowledge of the functions of assigned Department or speciality area within City government;
 - Thorough knowledge of accounts payable and payroll processes;
 - Thorough knowledge of budget preparation within a municipality;
 - Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
 - Ability to handle confidential and administrative information with tact and discretion;
 - Ability to supervise, train and evaluate the work of others;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration or a closely related field; and
- Some experience in office management, financial administration and/or human resources operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of material in both electronic and hard copy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various areas of the City.

Approved by: _____ Date: _____

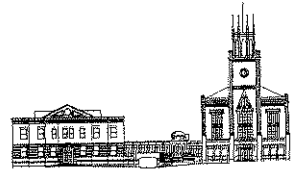
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CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-1932
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



March 26, 2004

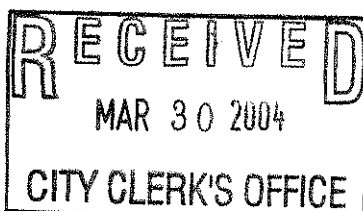
Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Re: Request to Reclassify Position and Revise Class Specs

Dear Alderman Shea and Members of the Committee:

Currently the Office of Youth Services has two Youth Services Counselor II positions, salary grade 18 and one Youth Services Counselor I position, salary grade 17. The major difference in the class specs for the two levels is that the Youth Services Counselor II may be asked to assume supervisory functions and may be required to be licensed as a Licensed Alcohol and Drug Abuse Counselor. Marty Boldin has reviewed the two levels of the class specifications and has determined that only one level is necessary to provide services to the youth of Manchester. I concur with his analysis and as such I am requesting that you approve the following:

- Eliminate the two levels of Youth Services Counselors and establish one level to be classified as Youth Services Counselor at salary grade 18;
- Reclassify and reallocate the current Youth Service Counselor I to the new title of Youth Services Counselor, salary grade 18.



Alderman Bill Shea

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March 26, 2004

I have attached copies of the current class specifications for Youth Services Counselor I and II as well as the new proposed Youth Services Counselor for your review. The wording that is in bold in the proposed specification is wording to be eliminated from the spec. The wording that is italicized is new language

Your favorable approval of these changes would be greatly appreciated.

Sincerely,

Virginia A. Lamberton
Human Resources Director

Attachments

Cc: Marty Boldin, Director

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City of Manchester
New Hampshire

In the year Two Thousand and

four

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Youth Services Counselor I & II) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Delete classification, Youth Services Counselor I & II
Establish revised classification, Youth Services Counselor II

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Delete classification, Youth Services Counselor I & II
Establish revised Youth Services Counselor, Grade 18, exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Delete class specification, Class Code 7210, Youth Services Counselor I & II
Establish revised class specification, Class Code 7210, Youth Services Counselor II (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Youth Services Counselor I
Class Code Number	7200

General Statement of Duties

Provides crisis intervention to juvenile offenders, youths at risk and other adolescents and their families; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide crisis intervention, short term counseling and appropriate referrals to various populations of juveniles and their families. The work is performed under the supervision and direction of the Youth Services Counselor II but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department employees, law enforcement officials, representatives of the juvenile justice system, other health and social service agencies, school personnel and the public. The principal duties of this class are performed various settings throughout the City, often in hazardous conditions and extreme weather conditions.

Examples of Essential Work (illustrative only)

- Provides short term counseling to adolescent and family members;
- Determines needs of adolescent and/or family members and makes referrals to appropriate agencies;

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- ✓ Maintains ongoing relationship with law enforcement officials and representatives of the juvenile court system, receives referrals and produces reports;
- Monitors a victim restitution program, including keeping current records of payments and balance due;
- Writes behavior and restitution contracts;
- Consults with area agencies as appropriate;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of the theory, principles and techniques of counseling;
 - Substantial knowledge and ability to deal with youth at risk;
 - Substantial knowledge of human behavior principles;
 - Substantial knowledge of area health and social service agencies;
 - Some knowledge of the juvenile justice system;
 - Ability to interact with youth at risk on their turf;
 - Ability to assess needs of youth at risk;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
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Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Counseling or a related field; and
- Some experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review assigned programs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: _____ Date: _____

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City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Youth Services Counselor II
Class Code Number	7210

General Statement of Duties

Provides crisis intervention to juvenile offenders, youths at risk and other adolescents and their families; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide crisis intervention, short term counseling, substance abuse assessments and appropriate referrals to various populations of juveniles and their families. The work is performed under the supervision and direction of the Youth Services Director but extensive leeway is granted for the exercise of independent judgement and initiative.

This class is distinguished from the class of Youth Services Counselor II by the performance of supervisory functions and/or acting as a certified Youth Services Substance Abuse Evaluator. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department employees, law enforcement officials, representatives of the juvenile justice system, other health and social service agencies, school personnel and the public. The principal duties of this class are performed various settings throughout the City, often in hazardous conditions and extreme weather conditions.

Examples of Essential Work (illustrative only)

- Provides short term counseling to adolescent and family members;
- Determines needs of adolescent and/or family members and makes referrals to appropriate agencies;

- Administers psycho/social tests, scores and interprets results and writes correlating reports;
- Maintains ongoing relationship with law enforcement officials and representatives of the juvenile court system, receives referrals and produces reports;
- Represents the agency at professional gatherings and community activities;
- Develops and presents educational programs;
- Consults with area agencies as appropriate;
- Supervises staff as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of the theory, principles and techniques of counseling;
 - Thorough knowledge and ability to deal with youth at risk;
 - Thorough knowledge of human behavior principles;
 - Thorough knowledge of area health and social service agencies;
 - Thorough knowledge of the principles, practices and procedures of substance abuse therapy;
 - Ability to interact with youth at risk on their turf;
 - Ability to assess needs of youth at risk;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
 - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
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Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Counseling or a related field; and
- Considerable experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- May require State certificate in Alcohol and Drug Abuse Counseling

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review assigned programs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.

Approved by: _____ Date: _____

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Youth Services Counselor
Class Code Number	7210-18

General Statement of Duties

Provides crisis intervention to juvenile offenders, youths at risk and other adolescents and their families; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide crisis intervention, short term counseling, substance abuse assessments, *prevention services* and appropriate referrals to various populations of juveniles and their families. The work is performed under the supervision and direction of the Youth Services Director but extensive leeway is granted for the exercise of independent judgement and initiative. **This class is distinguished from the class of Youth Services Counselor II by the performance of supervisory functions and/or acting as a certified Youth Services Substance Abuse Evaluator.** *At the discretion of the Youth Services Director, the Youth Services Counselor will provide supervision. Youth Service Counselors are responsible to provide substance abuse evaluation either independently or under the supervision of a licensed alcohol and drug counselor.* The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department employees, law enforcement officials, representatives of the juvenile justice system, other health and social service agencies, school personnel and the public. The principal duties of this class are performed various settings throughout the City, often in hazardous conditions and extreme weather conditions.

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Examples of Essential Work
(illustrative only)

- **Provides short term counseling to adolescent and family members;**
- *Provides counseling, intervention and prevention services to young people and their families;*
- *Operates as a member of the Office of Youth Services Team by supporting and consulting with other team members under the supervision of the Director;*
- *Consistently behaves in accordance with the ethical standards and principles of any and all professional organizations with which they are affiliated;*
- Determines needs of adolescent and/or family members and makes referrals to appropriate agencies;
- Administers psycho/social tests, scores and interprets results and writes correlating reports;
- Maintains ongoing relationship with law enforcement officials and representatives of the juvenile court system, receives referrals and produces reports;
- Represents the agency at professional gatherings and community activities;
- Develops and presents educational programs;
- Consults with area agencies as appropriate;
- Supervises staff as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of the theory, principles and techniques of counseling;
- Thorough knowledge and ability to deal with youth at risk;
- Thorough knowledge of human behavior principles;
- Thorough knowledge of area health and social service agencies;
- Thorough knowledge of the principles, practices and procedures of substance abuse therapy;
- Ability to interact with youth at risk on their turf;
- Ability to assess needs of youth at risk;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- *Ability to work as a part of a multi-disciplinary team;*
- *Ability to practice within the ethical standards and principles of any and all organizations to which they belong;*
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Counseling or a related field; and
- Three years of experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- May require State certificate in Alcohol and Drug Abuse Counseling;
- May require State Certificate in Alcohol and Other Drug Use Prevention

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review assigned programs;
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment.
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Approved by: _____ Date: _____

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12/2/04 - Tabled
+ ref. #0 HIC to
review.
2/18/04 - Remained on
table.



To the Board of Mayor and Aldermen of the City of Manchester:

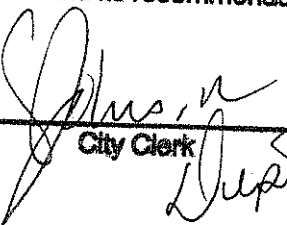
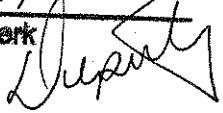
The Committee on Community Improvement respectfully advises, after due and careful consideration, that it has referred a proposal from the Public Works Department regarding a new Facilities Division to the Human Resources and Insurance Committee.

Respectfully submitted,

At a meeting of the Board of Mayor and Aldermen
held Oct. 7, 2003 on a motion of Ald. O'Neil
duly seconded by Ald. Smith the report
of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~


Clerk of Committee



City Clerk


9/9/03 - Handled

PROPOSED
FACILITIES DIVISION
DEPARTMENT OF PUBLIC WORKS
September, 2003

The City of Manchester continues to experience a significant amount of City owned building construction and rehabilitation work. Presently, these projects can be originated and/or carried out to completion by any department in the City, even though they may not have the time or the proper expertise. In some cases, this has resulted in under estimating the cost of the project, inflated project costs to get the top of the line and project delays. Attention to the standardization of structural or mechanical components ultimately leading to reduced long term maintenance costs are often not given proper consideration. As a result, Alderman O'Neil asked that we develop a proposal to address these issues utilizing our existing capabilities as a base.

As a result, we recommend changing our Building Maintenance Division (BMD) to a Facilities Division responsible for both maintenance activities and capital projects. (See attached Proposed Organizational Chart.) We would propose to accomplish this by creating a Chief Facilities Engineer Position, Grade 25 to head up this new division. We would further propose that this position is awarded to our existing Facilities Engineer, Grade 22, Mr. Tim Clougherty based on his excellent proven qualifications and abilities.

The Building Maintenance Superintendent will continue to supervise the daily maintenance operations of this new Facilities Division under the general direction of the Chief Facilities Engineer.

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All City building construction and reconstruction projects will be administered through the Capital Projects side of the new Facilities Division with close direct involvement of the Chief Facilities Engineer. The existing Building Program Supervisor, Grade 17 will shift from the maintenance side to the capital side, which will better match his duties and responsibilities and will complement these new operations. Two new positions will be initially created to round off the capital projects side of the Facilities Division. One will be a Facilities Engineer, Grade 21 who will act as a project manager and as an assistant to the Chief Facilities Engineer. The second position would be that of a Clerk of the Works, Grade 17. The primary function of this position would be to provide construction oversight.

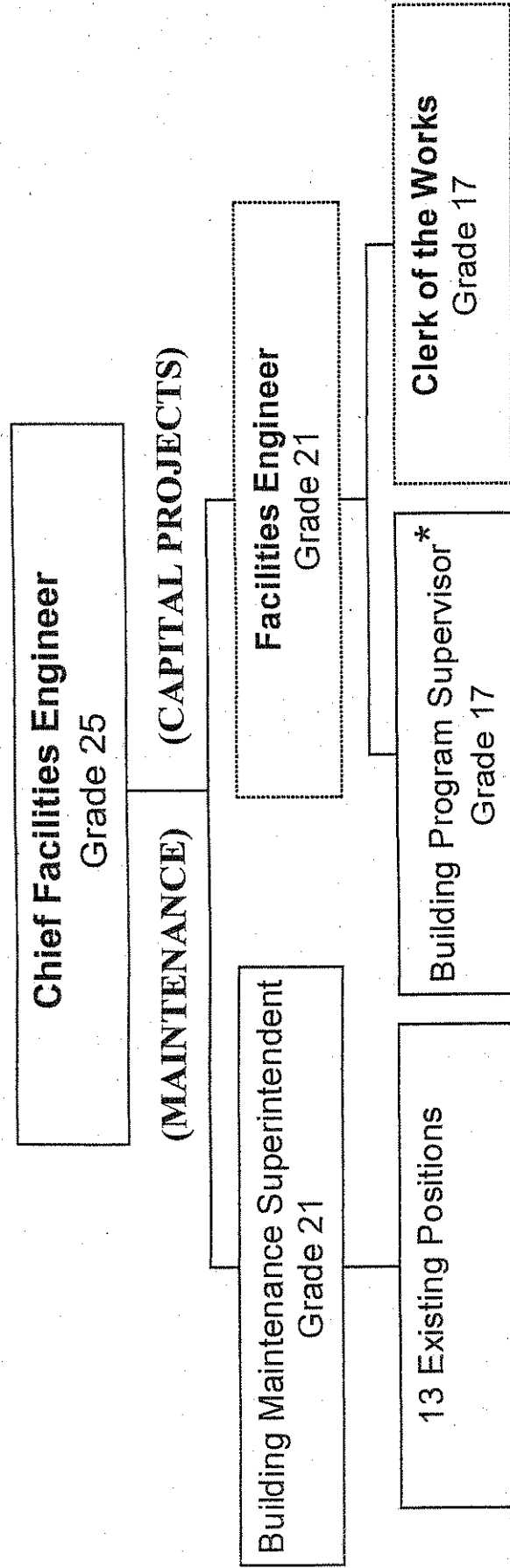
It would be our intent to charge actual salary costs to capital projects offsetting the cost of these expanded services. (These charges would come back as revenues in the future.) If this proposal is accepted in FY04, we could start implementing the restructuring by creating the Chief Facility Engineer Position. Our existing operating budget along with direct labor charges to capital projects can fund the additional cost of this position now. Other proposed positions can also be created now if we can show that their salary costs can be charged off to various projects. In FY05, we would anticipate that these new positions would be funded in our operating budget and any labor charges would be identified as offsetting revenues.

Implementation Cost:

Facility Engineer to Chief Facilities Engineer, Grade 25 =	\$ 8,441
Facility Engineer, Grade 21 =	\$45,694
Clerk of the Works =	\$34,860
Salary Total =	\$88,995
Benefits @ 35% =	\$31,148
Total =	\$120,143



FACILITIES DIVISION



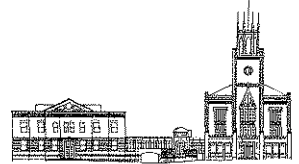
*Existing position re-assigned from maintenance section



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-1932
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



February 26, 2004

Alderman William Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall
Manchester, New Hampshire 03101

Re: Request to Establish New Division and Class Specs

Dear Alderman Shea and Members of the Committee:

On behalf of Frank Thomas, Director of Public Works, I am requesting the establishment of a new division which will be called the Facilities Division. In addition to creating a new division, I am requesting the establishment of three new class specifications.

Due to the ever increasing number of capital projects and maintenance projects, it is necessary to establish this division to coordinate all construction activities throughout the City. Currently these projects can be originated and/or carried out to completion by any department within the City even though the individuals doing so, may not have the time or professional expertise to do so. As such, Director Thomas is proposing the following class specifications to ensure that the City has professionally managed and coordinated programs.

The proposed class specifications are as follows:

- Chief Facilities Manager: This position will be responsible for overseeing all activities within the Facilities Division operations. Those duties will include but not be limited to planning, organizing and directing the operation and maintenance functions of building construction, improvements, maintenance and custodial operations for all of the City. The incumbent will identify outsourcing needs, administer and supervise all contracts for consultant services to include architects, mechanical, civil, electrical and environmental engineers. He/she will also be responsible for developing plans for future projects and continued improvements for facility operations. Additionally,

he/she will prepare contracts for various facility programs and projects, including custodial and preventive maintenance, major equipment purchases and building construction projects; developing, administering and monitoring budgets including capital and replacement functions etc. etc. It is recommended that this position be established at salary grade 25.

- Facilities Superintendent: This position will be responsible for performing professional engineering work in the management of public improvement and building construction projects. The position will plan and supervise the development, installation, improvement and construction of civic projects; oversee facilities engineering projects in the design and development of proposed alterations, installations or construction of equipment and facilities, including preparing specifications and cost estimates; reviewing project schedules and fiscal objectives taking appropriate measures to ensure a timely and effective completion of projects; reviewing for conformity of plans and specifications with all current national codes and standards; reviewing consultant's plans, specifications and estimates for proposed facility improvements by private contractors; overseeing the coordination of procurement, scheduling and supervision of work; coordinating new construction and renovation efforts with building programs including arranging schedules, plans and guides; analyzing reports, maps, drawings, blueprints, tests and related information in project planning and design to include costs and project feasibility; etc. etc. Based upon the complexity and level of responsibility that will be assigned to this position, it is recommended that this position be assigned a salary grade 21.
- Clerk of the Works: The principle function of this position will be to perform inspections in building construction areas to ensure that all applicable guidelines are being followed in building construction and renovation projects. Examples of work are: Inspecting building construction projects performed by City crews, private contractors or other companies; monitoring and inspecting construction equipment and supplies for adherence to quality control and specification requirements; checking for permits issued; reviews, analyzes and researches building construction plans, projects and specifications for conformity with standards, regulations and operating practices; maintains thorough and accurate documentation of all inspections processes; etc. etc. Based upon the level of duties and responsibilities that will be assigned to this position, I am recommending that the salary grade be a seventeen (17).

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William Shea, Chair

- 3 -

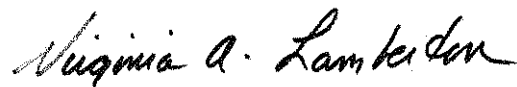
February 26, 2004

Attached to this letter are the proposed class specifications, organizational chart as well as information regarding the volume of construction within the City.

Director Thomas and I are prepared to answer any questions that the Committee and the Board may have.

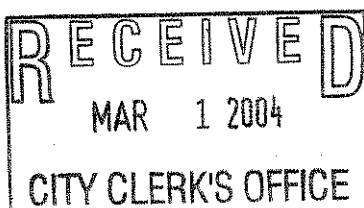
I respectfully request approval of this proposal.

Sincerely,



Virginia A. Lamberton
Human Resources Director

Cc: Frank Thomas, Director



Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Chief Facilities Manager
Class Code Number	5796-25

General Statement of Duties

Directs administrative, engineering, building construction, operational and maintenance activities of the Facilities Division and the related facilities and services; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all activities within Facilities Division operations. The work is performed under the supervision and direction of the Deputy Public Works Director and Public Works Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees in the Facilities Division. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with Federal, State, and local governmental officials, consultants, contractors, business and community organizations, other City employees and the public. The principal duties of this class are performed in a general office environment with some outdoor work involving inspections and tours of the City's buildings with some exposure to potential personal hazards.


Examples of Essential Work (illustrative only)

- Performs general and executive management of the Facilities Division;
- Plans, organizes, implements and directs the operation and maintenance functions of building construction, improvement, maintenance, and custodial operations;

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- Identifies outsourcing needs, administers and supervises all contracts for consultant services to include architects, mechanical, civil, electrical and environmental engineers;
- Develops plans for future projects and continued improvements in facility operations;
- Sets goals and establishes policies and procedures to protect the City's capital assets;
- Supervise activities of a diverse staff, including professional, technical, skilled and support personnel;
- Assigns, modifies and implements procedures and programs for operation, maintenance, support functions and safety of facilities;
- Prepares contracts for various Facility programs and projects, including custodial and preventive maintenance, major equipment purchases and building construction projects;
- Approves recommendations for hiring, termination and disciplinary actions;
- Develops, administers and monitors budgets including capital and replacement functions, innovative organization, planning for future needs, and reviewing and implementing all purchases and building construction;
- Prepares reports and correspondence relating to activities of the Division to meet regulatory requirements, document activities and efficiency of operation, develop plans and improvements, respond to requests from elected officials and the public to ensure the public well being and interest;
- Reviews new legislation and regulations, as they relate to the design, rehabilitation, operation and maintenance of facilities, and reports on potential impact to the City;
- Monitors and develops public relations with concerned parties regarding activities;
- Coordinates and manages major capital improvement contracts relating to City buildings;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of principles and practices of building construction and maintenance;
 - Management, including planning, budgeting and personnel administration;
 - Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for building construction and management operations;
 - Comprehensive knowledge of building design, construction and maintenance;
- 

- Thorough knowledge of the principles and practices associated with public administration;
- Thorough knowledge of engineering principles and practices including mechanical, electrical and energy management systems;
- Thorough knowledge of current developments in the field of building construction techniques and management practices;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to plan, organize and manage engineering and building construction projects;
- Ability to plan, develop and evaluate optimal energy usage strategies;
- Ability to organize and direct procedures for budget preparation, supply, purchasing, facility maintenance, financial reporting, and personnel administration;
- Ability to demonstrate compliance with all applicable rules and regulations, and to operate a safe, effective Division within budget;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Interdisciplinary Engineering and Management ; or
- A Bachelor's Degree in Civil, Mechanical, or Electrical Engineering, with a minor in one of the remaining or a closely related field; or
- Graduation from an accredited college or university with a Bachelor's Degree in Architecture with comprehensive knowledge of mechanical, electrical and civil engineering principals; and
- Seven years of experience in building construction and facilities management;

Required Special Qualifications

- Certification commensurate with discipline and/or experience.

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Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various buildings throughout the City.

Approved by: _____ Date: _____



Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Facilities Superintendent
Class Code Number	5797-21

General Statement of Duties

Performs engineering work in the management of public improvement and building construction projects; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform management of public improvement engineering and building construction projects, including the supervision and review of engineering designs. The work is performed under the supervision and direction of the Chief Facilities Engineer or other assigned supervisors, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Chief Facilities Engineer, other City employees, consultants, business and community organizations, and the general public. The principal duties of this class are performed in general office environment, and/or at various building construction sites throughout the City.


Examples of Essential Work (illustrative only)

- Plans, and supervises the development, installation, improvement, and construction of civic projects;
- Oversees facilities engineering projects in the design and development of proposed alterations, installations or construction of equipment and facilities, including preparing specifications, and cost estimates;

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- Reviews project's schedule and fiscal objectives, and takes the appropriate measures to ensure a timely and effective completion;
- Reviews for conformity of plans and specifications with all current national codes and standards;
- Reviews consultant's plans, specifications, and estimates for proposed facility improvements by private contractors;
- Oversees the coordination of procurement, scheduling, and supervision of work by outside contractors, and performs inspections of completed work as required;
- Coordinates new construction and renovation efforts with building programs, including arranging schedules, plans, and guides;
- Develops concepts, designs, and budgets designated City improvement and/or building construction projects, including preparing estimates, and specifications to develop modifications and enhancements to existing facilities;
- Supervises and directs the work of other building construction related personnel;
- Provides advice and consultation to departmental personnel, including evaluating complex building construction issues, and determining and taking the appropriate measures to ensure a timely and effective resolution;
- Analyzes reports, maps, drawings, blueprints, tests, and related information in project planning and design, including calculating costs and project feasibility;
- Coordinates with contractors, consulting engineers, and other officials to gather and disseminate information, and maintain related records as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of civil or mechanical and/or electrical engineering principles, practices, and techniques;
 - Substantial knowledge of the principles and practices of engineering design;
 - Substantial knowledge of engineering drafting standards, symbols, and design methods;
 - Substantial knowledge of building construction methods, materials, and equipment;
 - Ability to operate Auto Cad and Engineering software, including programmable calculators;
- 

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Interdisciplinary Engineering and Management; or
- A Bachelor's degree in Civil, Mechanical, or Electrical Engineering with a minor in one of the remaining or a closely related field; or
- Graduation from an accredited college or university with a Bachelor's Degree in Architecture with comprehensive knowledge of mechanical, electrical and civil engineering principles; and
- Five years of extensive facilities operations experience.

Required Special Qualifications

- On Call Status;
- Valid New Hampshire Driver's License;
- Certification commensurate with discipline and/or experience.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to produce clear, concise, and quality engineering designs;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computerized equipment and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various construction sites throughout the City.

Approved by: _____ Date: _____

Proposed



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Clerk of the Works
Class Code Number	5798-17

General Statement of Duties

Performs inspections in building construction areas; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all applicable guidelines are being followed in building construction and renovation projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, business and homeowners and the public. The principal duties of this class are performed in indoor and outdoor work environments.


Examples of Essential Work (illustrative only)

- Inspects building construction projects performed by City crews, private contractors or utility companies, including excavations, building construction, repair and maintenance of mechanical, electrical, and other various building component operations and related areas;
- Monitors and inspects construction equipment and supplies for adherence to quality control and specification requirements;
- Checks for permits issued as dictated by prescribed guidelines;

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- Reviews, analyzes and researches building construction plans, projects and specifications for conformity with standards, regulations and operating practices;
- Operates and maintains files and coordinates activities of contractors, facility occupants and/or utilities with work scheduled by City crews and independent contractors;
- Maintains thorough and accurate documentation of all inspection processes;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of professional standards as applied to inspections processes;
 - Thorough knowledge of the types and grades of tools, equipment and materials used in civic construction projects;
 - Some knowledge of engineering principles;
 - Thorough knowledge of building construction procedures and techniques.
 - Working knowledge of the various trades involved in large building construction.
 - Knowledge of codes and other state and local laws, rules and regulations pertaining to building construction and site preparation.
 - Skill in negotiating agreements between contractors and City.
 - Ability to read and interpret blueprints and other plans and specifications.
 - Ability to supervise and inspect the work of contractors and sub-contractors to ensure adherence to plans and specifications.
 - Ability to make decisions on building construction problems.
 - Ability to train and supervise subordinate personnel as well as other employees assigned to construction projects.
 - Ability to perform basic drafting as appropriate to assigned tasks;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to prepare and present accurate and reliable reports containing findings and recommendations on inspections processes;
 - Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
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- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Four years of experience in building construction projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License;
- On Call Status (MWW);

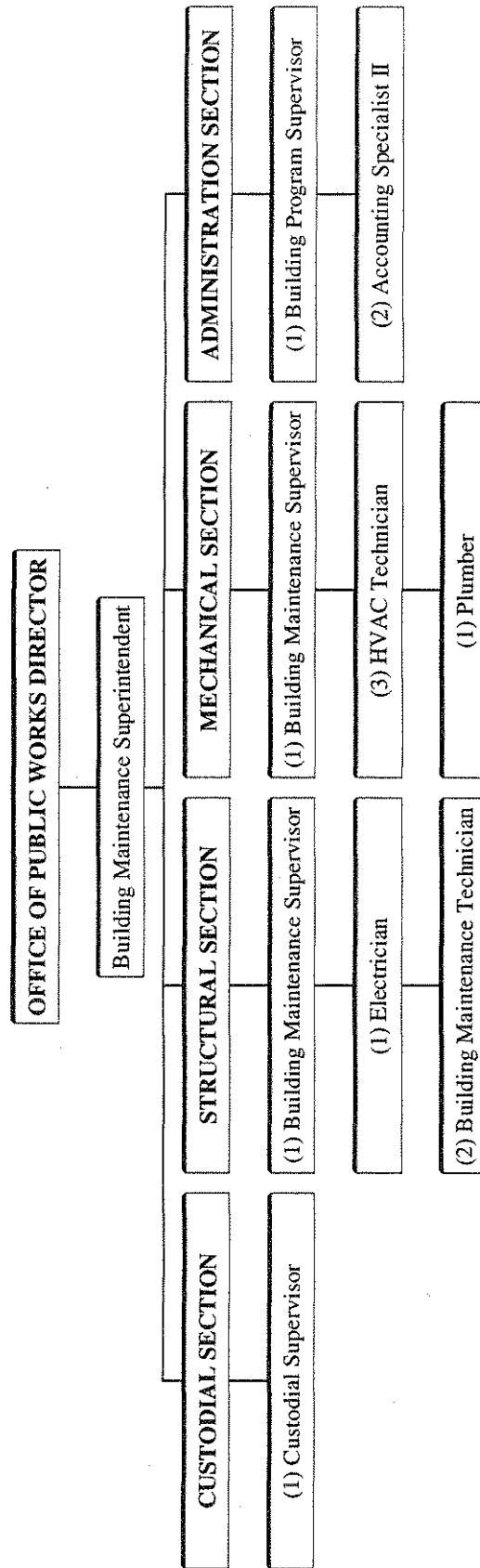
Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit building construction sites throughout the city, and to climb, crawl in tight places and otherwise move through and around construction sites.

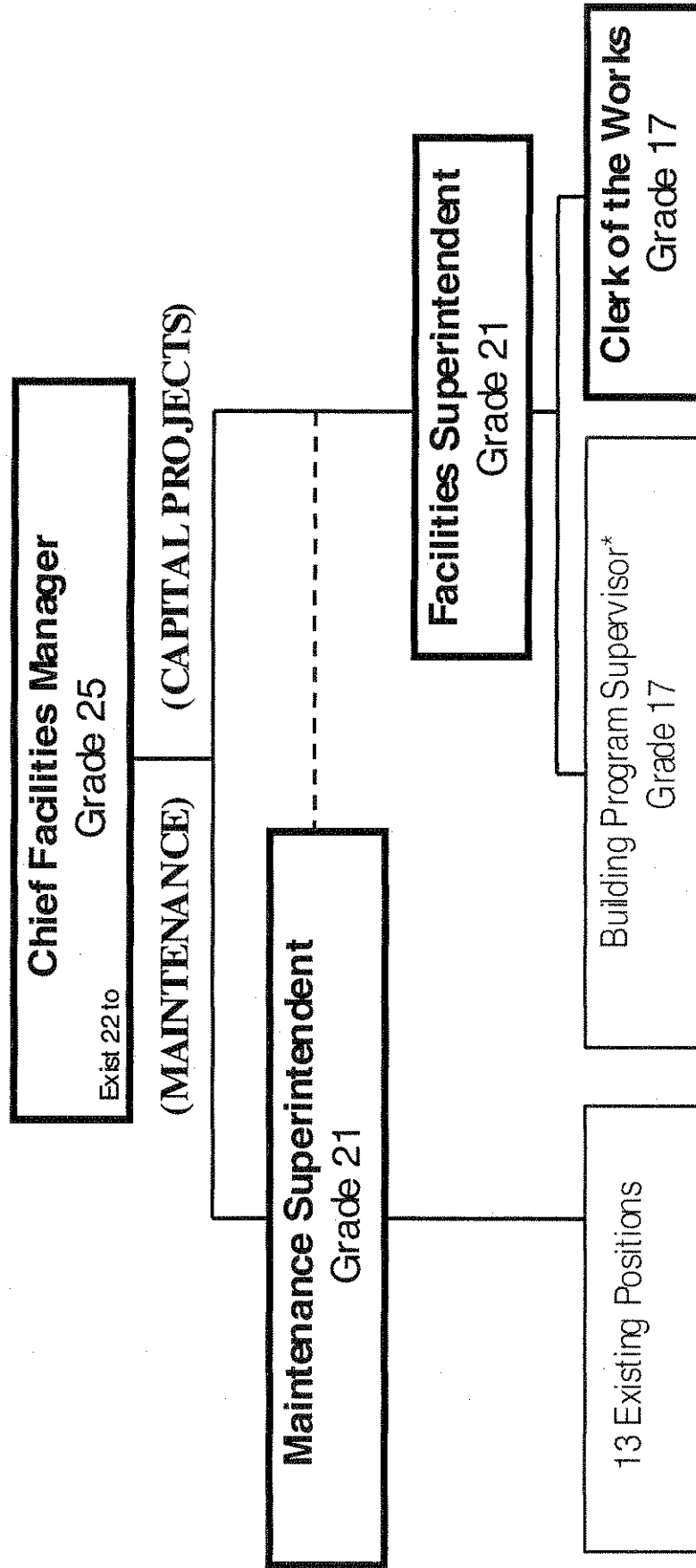
Approved by: _____ Date: _____



CHART 14
BUILDING MAINTENANCE



FACILITIES DIVISION



*Existing position re-assigned from maintenance section

2

CAPITAL PLANNING

- Utilize information on Infrastructure/Maintenance needs to inform the Capital Planning process
- Coordinate the citywide Capital Plan with Departmental Capital Plans and the Master Plan
- Ensure proposed Department Capital Plans are clear and contain sufficient information to inform project selection
- Utilize a formal set of criteria and an established review framework for project selection

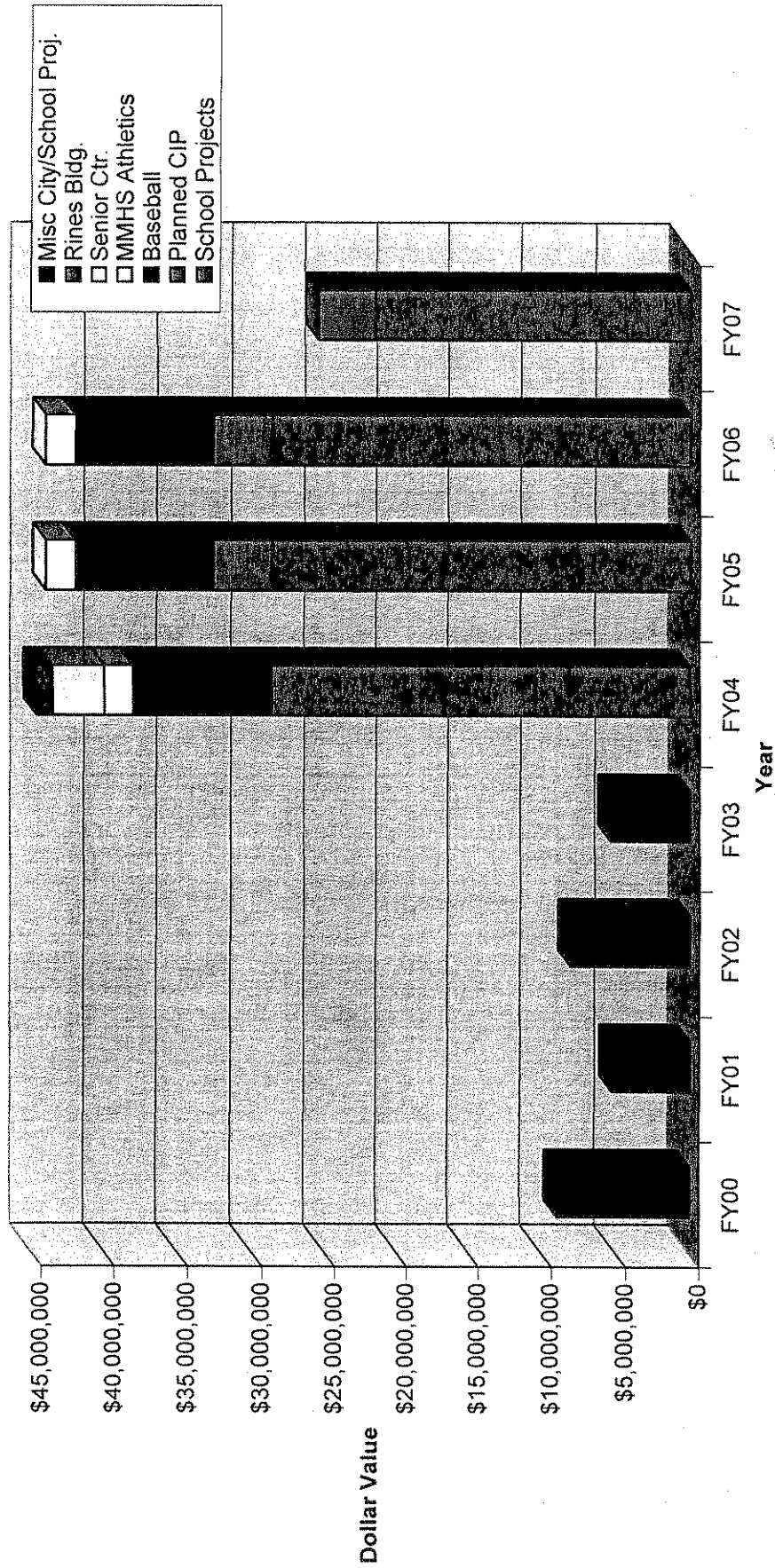
PROJECT MANAGEMENT (CONSTRUCTION)

- Have an effective, compliant and efficient bidding (procurement) process
- Establish citywide standards
- Determine appropriate project-specific delivery and contract methods
- Establish project objectives
- Ensure design review and coordination
- Perform necessary execution planning
- Carefully track progress against schedule and budget
- Frequently report timely, accurate information on project status to top management and appropriate project stakeholders
- Oversee project completion & closeout

ASSET MAINTENANCE

- Have sufficient & accurate data on current asset value & condition to plan maintenance
 - Collect turnover/warranty information
 - Perform regular condition assessments
 - Use asset data to inform decisions
 - Maintain comprehensive preventative maintenance plans that inform budgeting
- Fund maintenance sufficiently in the appropriate budget (Capital - improvement versus Department Operating - preventative maintenance)
- Conduct required preventative maintenance (to avoid major emergency repairs)
- Feed O&M input into other capital management areas

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